 **Director of Academic Advising Standard Job Description**

**Classification Title:** Director of Academic Advising

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Summary:**

The Director of Academic Advising, under general direction, is responsible for leading a unit or institution-wide academic advising program that is grounded in tenets of practice outlined by the National Association of Academic Advising (NACADA) and appropriate academic advising and student development theories. Complies with all state, system, and university policies, regulations, rules, procedures, guidelines, and directives in a timely manner and adhere to confidentiality policies (FERPA). May advise in both group and individual settings with current and prospective students.

**Essential Duties and Responsibilities:**

**30% Supervision**

* Responsible for leading a unit or institution-wide academic advising program that is grounded in tenets of practice outlined by the National Association of Academic Advising (NACADA) and appropriate academic advising and student development theories.
* Proactively adapts advising services in response to students’ needs and assessment results.
* Establishes key performance indicators for academic advisors in support of institutional goals for student success and graduation.
* Allocates fiscal and personnel resources and advocates for additional resources.

**20% Professional Development**

* Establishes a program of advisor professional development based in theory, best practices, and recent research.
* Develops reference materials for advisors that reflect common practices, policies, and guidelines.

**10% Collaboration**

* Coordinates with campus partners to develop strategies that ameliorate conditions that inhibit student success and that amplify conditions that foster student success.
* Works collaboratively with deans and department chairs to ensure that academic advising services meet distinct needs of programs and students.
* Proactively communicates to the campus regarding academic advising services, outcomes, and effectiveness.

**10% Data & Assessment**

* Leads the development of reporting and assessment strategies in support of continuous improvement.
* Leads strategic planning for advising unit(s).

**10% Research, Technology, & Innovation**

* Conducts research and publishes or presents on best practices and theory within the field of academic advising, students in transition, and related topics to foster professional growth and improve the student advising experience.
* Identifies emerging trends and develops strategies for initiatives that increase student retention and graduation.
* Actively seeks opportunities to serve on committees or in leadership positions for professional organizations that promote advising or student success. Identify and procure technology and applications that support advising and student success.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience
* Ten years of academic advising experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of student development in higher education.
* Ability to lead students in developing a sense of purpose and developing education and personal goals.
* Ability to use word processing, spreadsheet, database applications, student information systems, degree planning, and degree audits.
* Ability to present information clearly and concisely, work with sensitive information and maintain confidentiality.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Machines and Equipment Used:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**